



Eastside Christian School

Eastside Christian School is a private Christian school dedicated to "Academic Excellence with a Commitment to Christ." Located in the Eastgate area of Bellevue, ECS serves over 270 Preschool through 8th grade students. We are currently seeking the following:

School Operations and Curriculum Coordinator

The School Operations and Curriculum Coordinator supports the Principal in providing leadership, supervision, and administration of the school's instructional program and daily operations. This role helps foster a positive school culture, supports teachers in delivering high-quality instruction, promotes student success, and strengthens communication with families and the school community.

Instructional Leadership

- Support the implementation of curriculum, instruction, and assessment practices aligned with school goals.
- Help monitor student academic progress and collaborate with teachers to improve instructional practices.
- Support staff meetings, professional development, and school initiatives including accreditation.

Staff Support and Collaboration

- Partner with teachers and staff to foster collaboration and professional learning.
- Supervise student activities, recess, arrival, and dismissal as needed.
- Assist in coordinating substitute teachers and supporting staff coverage when needed.

Family and Community Engagement

- Maintain positive communication with parents and guardians regarding student progress and school initiatives.
- Support family engagement events and activities that strengthen school-community relationships.
- Represent the school in meetings with families, staff, and community partners as needed.
- Manage staff absence and sub requests
- Assist with updating handbooks, staff and student forms, etc
- Send community information on behalf of the principal

Student and Staff Support:

- Work closely with Office Coordinator of Communication and Support and Office Coordinator of Finance and Logistics
- Assist new employees with needed paperwork
- Assist with onboarding new staff (Renweb training, new staff manual, etc)
- Manage school platforms (RenWeb, Renaissance, IXL, etc.)

- Field trip forms and bus transportation scheduling
- Assist substitutes as needed (ensures subs have lesson plans, key, schedule, etc)

Registrar and RenWeb Management:

- Create and update classes on RenWeb
- Manage grade reporting
- Update staff and family information on RenWeb
- Manage outgoing record and transcript requests
- Set up RenWeb access for students and staff
- Support RenWeb use for teachers and staff, families and students
- Raptor roster management via Renweb

Other:

- Eagle Challenge tracking and coordinating of events (STEAM FAIR, Pumpkin Race, Egg Drop)
- Support PTF, attend monthly PTF meetings, assist event chairs for PTF events
- Sunshine committee, serve on the sunshine committee and support staff events
- Provide teachers with field trip and special event permission forms
- Coordinate bus rental use for field trips
- Coordinate staff breakfasts/lunches for trainings and special events
- Manage STARS reporting and data collection
- Cover front office as needed
- Cover for campus tours if Director of Admissions is out on vacation

School Events:

- Assist with Curriculum Night
- Coordinate Pumpkin Race
- Coordinate Staff Christmas Party

Qualifications

- Bachelor's degree in Education or related field (Master's degree preferred).
- Teaching certificate preferred
- Successful teaching experience at the elementary/middle school level.

Preferred Skills

- Experience with curriculum development and the accreditation process.
- Knowledge of student assessment and data-driven instruction.
- Strong problem-solving and conflict-resolution skills.
- Ability to manage multiple responsibilities in a fast-paced school environment.

Salary & Benefits

This is a full-time position, year round \$75,000 (compensation based on experience and education). Benefits provided in accordance with school policies.